

## ***Employment Opportunity***

### **California Regional Water Quality Control Board, San Diego Region**

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#### **Student Assistant – Board Meeting Administrative Support**

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The California Regional Water Quality Control Board, San Diego Region, is a state agency responsible for administering various federal and state water quality and pollution control programs. A part time student position is currently available in the Administrative Support Services Unit of the Regional Board.

**DUTIES:** The Student hired for this position will perform administrative duties including assembling work product packages for mailing or faxing, document reproduction, attending Regional Board meetings, mail and document processing, filing, answering phone calls, taking messages for other staff, greeting customers and providing standard information.

**QUALIFICATIONS:** Students must be enrolled at a public or private college or university with undergraduate or graduate standing for a degree in public administration, business, accounting, or any field other than environmental sciences, public health, or engineering. Undergraduate Student Assistants must carry a minimum of six semester or eight quarter units. Graduate Student Assistants must maintain a minimum of three semester or four quarter units. Graduate Student Assistants completing a thesis or dissertation and taking no classes may work for no more than one semester or two quarters.

Students must have good communication skills and possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work independently and cooperatively with others. Students must be proficient in the Microsoft Office suite of software and database management. Students must have a good driving record and a valid California Drivers License.

**COMPENSATION:** Salaries are set based on the number of completed college units. Transcripts will be reviewed to determine the rate of pay.

**SALARY:** \$7.86 - \$14.68 per hour

**FINAL FILING DATE:** Until Filled

**HOURS OF WORK:** During the school year, students may work up to 20 hours per week. Flexible hours are available to accommodate class schedules. During school breaks students may work up to 40 hours per week. Term of service is generally one year, but may be extended.

**CONTACTS** Interested persons should submit resumes to the address below or by email. Please write Administrative Support Unit on your cover letter or resume. You may contact the person specified below for more specific information.

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